

# Gila County Health & Emergency Management



5515 South Apache Ave., Suite 100, Globe, AZ 85501  
PHONE: (928) 402-8811 | FAX: (928) 425-8817

110 West Main St., Suite A, Payson, AZ 85541  
PHONE: (928) 474-1210 | FAX: (928) 474-7069



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## Step-by-Step Procedures for Obtaining a Food Establishment Permit

### *Please be aware that:*

- Local zoning regulations require that properties are properly zoned to operate a food establishment. Please verify that the property is properly zoned.
- Building permits might not be issued by the City until plans are approved by this department. Please plan accordingly.
- All Plan Review Applications and any additional information or revisions will be reviewed in the order in which they are received.
- All food service establishments except Category I facilities shall have a Certified Food Service Sanitation Manager from the initial day of operation. All other staff must possess a valid food handler card.
- All payments must be made by check, cash, or money order. Credit and/or debit cards are not accepted.

### **Step One – Initial Inquiry**

- Contact the Gila County Division of Health & Emergency Services for a Plan Review Application Packet.

### **Step Two – Submit Plans**

The following items must be submitted before your plans will be evaluated:

- A completed Plan Review Application.
- A labeled, scale drawing of your food establishment showing the location of major appliances, sinks, employee break areas, restrooms, etc. Along with all finishes.
- A copy of your proposed menu, including seasoning, off-site, and banquet menus).
- Manufacturer Specification sheets for each piece of equipment shown on the plan.
- Site plan showing location of business in building, location of building on site, including alleys, streets, and location of any outside equipment (dumpsters, well, septic system, if applicable).
- Equipment schedule.
- Water well inspection report (if applicable).
- Septic inspection (if applicable).
- Plan Review Fee – \$100.

### **Step Three – Review Process**

- The plans will be reviewed **ONLY** after all the above required documents and fees have been submitted.
- An incomplete Plan Review Application Packet will be returned. This will delay the approval process. It will be reviewed for administrative completeness within thirty (30) days as per A.R.S. 36-136(H)(4).



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## Step Four – Approval Process

- Changes to your plans or additional information may be required prior to plan approval.
- Any changes to the submitted plans must be pre-approved by this department before construction begins.
- You must notify this department for approval should a change be made during construction.
- Substantive review will be completed within sixty (60) days as per A.R.S. 36-136(H)(4).
- You will receive a Letter of Plan Approval, deficiencies found on the plans will be noted as stipulations that will need to be addressed prior to final construction approval.

## Step Five – Preliminary Inspection and Final Approval

- After your plans have been approved and interior work has begun, contact the Gila County Division of Health & Emergency Services to schedule a preliminary inspection. A Preliminary Inspection Report will be provided to you at this inspection. Items that require correction will be noted.
- When the establishment is finished and all equipment is in place and operational, a preopening inspection must be scheduled. All equipment must be on and functioning properly during this inspection. If the establishment meets code and no major corrections are needed, final approval to operate will be given. There should not be any food on the premises until after this approval is secured.
- Annual license fee and Permit to Operate must be paid prior to final approval to operate.
- Please allow at least one week to schedule preliminary or final inspections.



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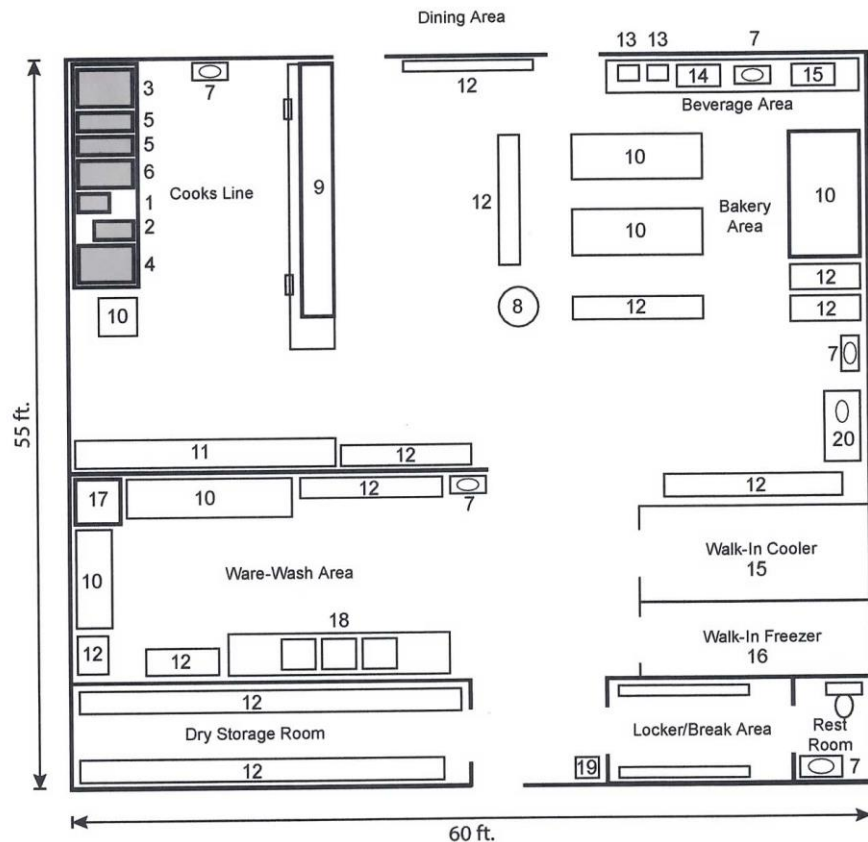
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## SAMPLE Establishment Floor Plan



### Equipment (Make and Model #)

- |                          |   |   |
|--------------------------|---|---|
| 1. Microwave (ABC #123)  | 9. Refrigerator/Freezer Make-Table Unit w/ pass-thru and shelf (COLD #1P) | 14. Soda Machine (PDQ #2A)                |
| 2. Steamtable (HOT #A1)  | 10. Stainless Steel Table   | 15. Walk-In Cooler (COLD#AZ1)             |
| 3. Stove (AOK #22)       | 11. Sliding 3 Door Refrigeration Unit (COLD #2A)                          | 16. Walk-In Freezer (COLD #AZ3)           |
| 4. Griddle (AOK #Q17)    | 12. Shelving Unit   | 17. Dish Machine (Magic #15)              |
| 5. Fryer (ABC #55)       | 13. Coffee Maker (ABC #16)  | 18. 3-Compartment Sink w/ 36" drainboards |
| 6. Charbroiler (HOT #A7) |   | 19. Mop Sink                              |
| 7. Hand Sink             |   | 20. Prep Sink                             |
| 8. Mixer (EZ #99)        |   |   |

**Please include (at minimum):** Major appliances; sinks; break areas; restrooms; prep areas; coolers; bar areas; server areas; utility sinks.

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